

# Enlarging the View and Searching for an Offender

## Enlarging the View

1. Move your mouse to near the bottom of the document.
2. The Adobe Reader shortcut bar will appear.



3. Click the **plus sign** to enlarge the view.

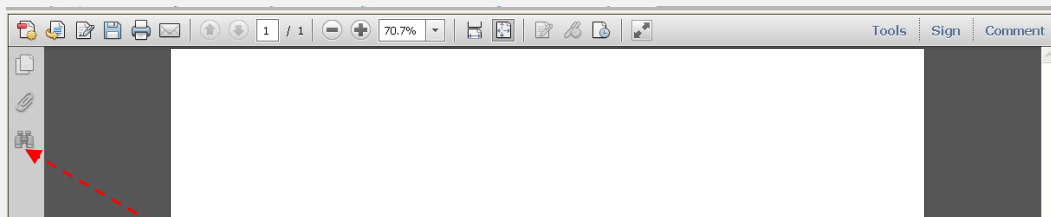
*Note: If the view is such that the entire page width or height is not shown, scroll bars are provided to the right or bottom of the view.*

## Searching for an Offender

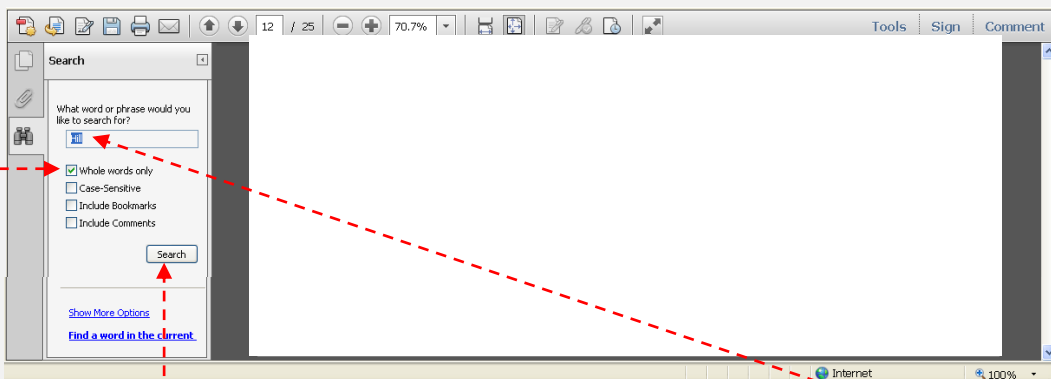
1. Move your mouse to near the bottom of the document.
2. The Adobe Reader shortcut bar will appear.



3. Click the **Adobe symbol** to the right of the plus sign to display the Adobe tool bars above and to the left of the text.



4. Click the **binoculars icon** on the tool bar to the left of the text and the Search box will appear.



5. Enter the last name or AIS # of the offender for whom you are searching in the **box** and click the **Search button**. *Note: If not entering the full name or number, be sure to remove the **checkmark** by "Whole words only".*

